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20 January 1959

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MEMORANDUM FOR: Chief, Document Division
Staff Assistant, Document Division

THRU : Chief, Analysis Branch
SUBJECT : Provision for Extended Abstract

1. The Working Group on Abstracts and Title Expansions recognized that the effectiveness of an abstract would be increased if a longer abstract could be written. The Machine Division was requested to conduct experiments with the present IBM card to ascertain the maximum space which could be utilized for the abstract and bibliographic entry without incurring additional expense or much alteration of equipment.

2. As a result of these experiments, the Machine Division has advised the Document Division that it will be possible to utilize 5 inches of the IBM card immediately with the future possibility of utilizing 6 inches after a slight modification of equipment. This means the immediate increase of 1 inch or 5 additional lines to the present IBM card or the increase in the present length of an abstract from 60-85 words to a new maximum of 110-130 words.

3. The width of the printed matter must not exceed 3 inches. This agrees with the present utilized area and provides 1/8 inch margins left and right on the IBM card for manipulation (tolerance) through the multilith press.

4. The length of the printed data must not exceed 5 inches. This is 1 inch more than is utilized at the present time. This provides for 1/8 inch margin at the top of the IBM card and a 2 1/4 inch margin at the bottom.

5. The card list camera operator is able to provide for photographing this additional 1 inch by switching off the variable length eject control. To be able to photograph the full 6 inches, it will be necessary for the Equipment Service Staff, Machine Division, to remove the automatic masking device. In either case, a standard size length of tape will be provided for each Intellofax record copied.

6. This additional space necessitates that IBM cards be both reproduced and key punched on the reverse side. Source cards may not contain, in some instances, the complete abstract although the bibliographic entry will be complete. This will not effect in any way the usefulness of the Source Card File.

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-2-

6. These provisions have been discussed and coordinated with the Machine Division, Library, Circulation Branch and the Composite Group. The Machine Division is ready to begin the new procedure after it obtains approval of the Chief, Document Division.

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Working Group on Abstracts and
Title Expansions

Distribution:

- Orig & 1 - Chief, Document Division
- 1 - Chief, Analysis Branch
- 1 - Machine Division
- 1 - Library, Circulation Branch
- 1 - Library, Reference Branch, Composite Group
- 1 - Chief, Processing Branch

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